

# Personnel Issues & You



UPPS Newsletter 2000-08

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[http://www.state.ky.us/  
agencies/personnel/  
pershome.htm](http://www.state.ky.us/agencies/personnel/pershome.htm)

## New Nature of Action Codes

The following Nature of Action Codes are effective July 1, 2000. Please note the restrictive uses of these codes as per Legislation or per Budget only.

G58 Salary Change **per Legislation**

G59 Salary Change **per Budget** ⌘

## Military Leave

From time to time, the question comes up regarding military service as well as the use of leave associated with military service.

KRS 61.394 is not to be interpreted to mean that employees are only entitled to 10 days of military leave. Federal law takes over at that point, allowing up to 5 years cumulative service in an active duty status under one employer.

KRS 38.238 states simply that employers must grant a leave of absence for service in the National Guard, with no limitation on duration.

Furthermore, according to federal law, no member of the National Guard or Reserve may be required to use annual or compensatory leave for time missed due to military service. The choice to use annual, compensatory, or leave without pay is to be at the employee's discretion. The employer, whether a civilian or government agency, is not legally able to make that decision for the employee. Federal law supersedes any state laws to the contrary. ⌘

## Bereavement Package

The death of an employee is always a sad occasion, and it can be uncomfortable to deal with administrative details at such a time. However, it is essential to the welfare of the deceased employee's family to see to it that such details are attended to efficiently.

The Commonwealth has prepared a packet of information what will assist family members during this difficult time. You can obtain the Bereavement Package by going to the Personnel Cabinet's Homepage:

<http://www.state.ky.us/agencies/personnel/pershome.htm> then click on EMPLOYMENT RELATED INFORMATION & BENEFITS. Next, click on BEREAVEMENT PACKAGE. If you have any questions or comments concerning this information please contact Mary Greenwell at 564-3433. ⌘

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## Leave Sharing Codes Clarification

The codes and their explanations printed in the last issue were the codes as written by the programmers and therefore have resulted in some questions from the agencies. We apologize for the confusion and want to clarify the explanations of the codes to be used.

The new Poppy Screen "D" is now available for entry. There is a new field on the "D" screen to be used for coding leave sharing. The codes to be used and their corresponding meanings are as follows:

- 1 = *employee donated sick leave*
- 2 = *employee received sick leave*
- 3 = *employee received & donated sick leave*
- 4 = *employee donated annual leave*
- 5 = *employee received annual leave*
- 6 = *employee donated & received annual leave*
- 7 = *employee donated sick & annual leave*
- 8 = *employee received sick & annual leave*
- 9 = *employee received & donated both sick and annual leave*

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## Changes in Benefits Plans

Listed below are benefit plans that chose not to participate as a benefit provider in payroll deductions effective June 1, 2000. The August payroll manual updates reflect these changes.

National Travelers

District 1199 Health Care and Social Service Union

American Public Life

Premier Dental

American Fidelity Life

American Fidelity Life

Annuity

New York Life

Additionally, Monumental Life (#0001247) has taken over Commonwealth Life (#0001014). Please keep all payment and billing setup the same way in which Commonwealth had been conducting business. Also, delete the name Commonwealth and use Monumental in its place.

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## New Tax Codes

The following tax code is effective July 1, 2000:

05-86 McLean County 1% of gross

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## Agency Assignments

There is a separate page showing agency assignments of our staff to assist you in the areas of classification, compensation, processing, and counseling. Below is a listing of these staff along with their telephone numbers and extensions.

Akers, Jan	564-8030	Ext. 2606
Baker, Sue	564-4503	Ext. 2127
Brogan, Terry	564-8030	Ext. 2602
Bruce, Carolyn	564-6873	Ext. 2532
Burnham, Sissy	564-6873	Ext. 2535
Case, Lisa	564-6873	Ext. 2531
Darneal, Sandra	564-6873	Ext. 2534
Derringer, Marsha	564-8030	Ext. 2629
Dooley, David	564-8030	Ext. 2636
Harris, Phyllis	564-4503	Ext. 2023
Hatchel, Vickie	564-4503	Ext. 2017
Heady, Connie	564-6873	Ext. 2533
Henning, Jean	564-6873	Ext. 2538
Jeffers, Susan	564-4503	Ext. 2022
Naiser, Kevin	564-8030	Ext. 2634
Neeley, Karen	564-8030	Ext. 2625
Sander, William	564-8030	Ext. 2630
Shelton, Dale	564-4503	Ext. 2124
Shrout, Gary	564-4503	Ext. 2220
Smith, Ron	564-4503	Ext. 2219
Stanley, Jim	564-4503	Ext. 2021
Thompson, Mark	564-4503	Ext. 2114
Vance, Marilyn	564-4503	Ext. 2215

## Confusion Regarding Prescription Drug Formularies

The Personnel Cabinet, Health Insurance Branch receives many telephone calls daily from employees who are concerned or uncertain about “denials” when they take their prescriptions to the pharmacy to be filled. There are numerous reasons why this occurs.

Your physician has a list of prescription drugs made available to him/her by your health insurance carrier that are covered and appear on what the insurance carrier refers to as a “drug formulary”. If your prescription appears on this list, it will be covered under your insurance at the cost of \$10.00 (EPO \$25.00) if available in a **generic** form and \$15.00(EPO \$35.00) if **only available** in the **brand name** formulation. There are many drugs that are not yet available to the public in the generic form. If your medication is not on the formulary, it is considered a non-formulary drug and may be purchased for \$30.00 (EPO \$50.00). The tiered prescription plan affords the Commonwealth of Kentucky employees/retirees a tremendous savings with the actual cost of a 30 day supply of many drugs well in excess of \$100.00 per month. A telephone call or visit to your physician to discuss a change in your medication to a comparable drug that appears on your carrier’s drug formulary could be very beneficial.

Another group of prescription drugs your physician might prescribe will require what is referred to as “**prior authorization**” to be covered at the formulary tier level. As a healthcare provider your physician has been educated by your carrier on necessary procedures that he/she must follow; assuming you meet the necessary medical criteria, for prior approval for the drug your physician has chosen for treatment. Drugs on this list that do not receive prior approval will be considered a non-covered benefit and will not be covered at any level.

There are some drugs that are classified as “**excluded**” or “**non-covered benefits**” and will not be covered for any reason. One example of an excluded drug is Viagra. As a general rule medications newly released by the FDA (Federal Drug Administration) will not be paid for by your health insurance carrier without prior plan approval for a period of at least six months following FDA approval. **This does not apply to drugs used in the treatment of cancer or AIDS.**

Your health insurance carrier’s drug formulary has been compiled to respond to the constantly changing nature of drug therapy allowing status changes during the plan year, while always keeping the safety and best interest of their members a constant goal. ☼

## Open Enrollment Meeting

**Attention: Health Insurance/**

**Commonwealth Choice Coordinators:**

Every agency’s Health Insurance Coordinator should have recently received an invitation to the annual Open Enrollment Meeting for Health Insurance Coordinators. If you feel you should have received an invitation and have not, please contact Sharley Hughes at 564-7911.

## Senate Bill 288

New legislation was passed that affects Retirees that return to active employment. Any employee who is eligible for and elects to participate in the state insurance program as a retiree under any one of the Kentucky Retirement Systems shall not be eligible to receive the state contribution toward health care coverage as a result of employment. Policies and procedures are being established at this time and will be mailed to all coordinators as soon as possible. ☼

## Happy Retirement

The beginning of August is also the beginning of retirement for Marsha Derringer, Branch Manager of Employment Counseling and Mary Jane Johnson, Branch Manager of Files, and Colleen Harvey, Computer Operations Analyst II. They are all known for dedication, professionalism, and “service with a smile”. Best wishes to all three. ☼

# AGENCY ASSIGNMENTS

As of July 1, 2000

CABINET		CLASSIFICATION	COMPENSATION	PROCESSING	COUNSELING
10	Legislative			Connie Heady	
20	Judicial			Connie Heady	
30	Revenue	Ron Smith	Gary Shrout	Connie Heady	Terry Brogan
31	General Government		Gary Shrout	Connie Heady	William Sander
	Bds & Comm	Ron Smith	"	"	
	Elected Official	Vickie Hatchel	"	"	
	Governor's Office of Tech	Phyllis Harris	"	"	
	Local Government	Mark Thompson	"	"	
	Military Affairs	Mark Thompson	"	"	
	Retirement Systems	Phyllis Harris	"	"	Jan Akers
	Veterans Affairs	Mark Thompson	"	"	"
32	Justice Cabinet	Marilyn Vance	Susan Jeffers		Karen Neeley
	500 – Office of Secretary	"	"	Connie Heady	"
	520 – State Police	"	"	Connie Heady	"
	523 – Juvenile Justice	"	"	Sandra Darneal	"
	525 – Criminal Justice Tr	"	"	Connie Heady	"
	527 – Corrections	"	"	Sandra Darneal	"
33	Education, Arts & Humanities	Mark Thompson	Gary Shrout	Sandra Darneal	William Sander
34	Natural Resources	Vickie Hatchel	Gary Shrout	Jean Henning	David Dooley
35	Transportation	Ron Smith	Sue Baker	Lisa Case	Terry Brogan
36	Economic Development	Mark Thompson	Sue Baker	Sissy Burnham	David Dooley
37	Public Protection & Reg	Marilyn Vance	Gary Shrout	Sandra Darneal	Terry Brogan
39	Finance & Admin	Phyllis Harris	Sue Baker	Jean Henning	Jan Akers
43	Tourism Cabinet	Vickie Hatchel	Gary Shrout	Lisa Case	Kevin Naiser
44	Labor Cabinet	Mark Thompson	Sue Baker	Sandra Darneal	David Dooley
46	Workforce Development	Vickie Hatchel	Susan Jeffers	Lisa Case	William Sander
47	Personnel Cabinet	Dale Shelton	Dale Shelton	Lisa Case	M. Derringer
48	Families & Children	Phyllis Harris	Susan Jeffers	Sissy Burnham	Jan Akers
49	Health Services	Phyllis Harris	Susan Jeffers	Jean Henning	David Dooley
Non-Merits		Dale Shelton and Gary Shrout			